

QUICK REFERENCE GUIDE

BREAK PACK LINKS- SETUP

Basic Details

- Break Packs allow merchants to work with items that they purchase as a CASE, and then break down them down to sell as a CASE, PACK and SINGLE.
- The Break Pack wizard will create all items from the CASE item, so that when different variations of the product are sold, the item quantities will adjust correctly across the CASE, PACK and SINGLE quantities.
- Merchants will only need to setup the CASE items, as the CAP Break Pack wizard will handle all other setup needed.

Setup Instructions

1. To start, select “Add New Item” from the main Inventory lookup screen, and begin by adding the CASE item details on the main tab.

2. Enter Minimum and Maximum Quantities ONLY for the CASE item, if you wish to order by the Understock method.

3. Accept the changes.

4. Move to the “Additional Information” tab.

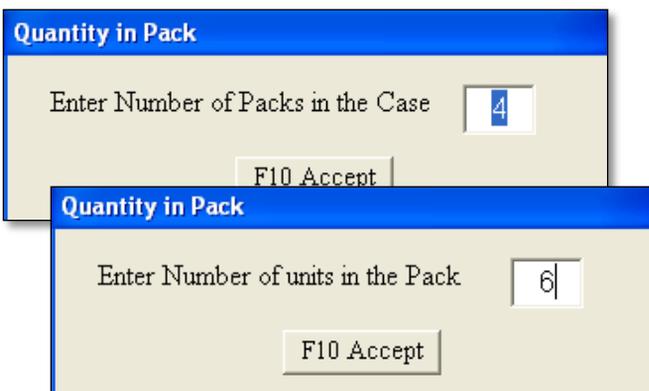
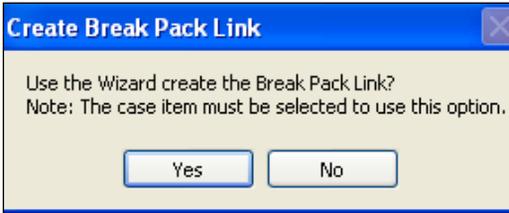
5. Select “Change”.

6. Select “Edit” next to the “Break Pack Link to SL” field.



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7. The Break Pack Wizard will ask if you are working with the CASE item. Select "Yes". If not, then it will close the wizard.

8. If you did not enter in a UPC in the main screen, you will be prompted to do so now.

9. The Wizard will now ask how you plan to sell your items. To use the Break Pack system, you must select that you "Sell by 'CASE'". Please select all other options that apply.

10. Press "Accept".

11. Select the number of PACKS that are in a CASE, then the number or SINGLES in a PACK. For example:

- 1 CASE may contain 24 pieces.
- That CASE can then be made into 4- 6 PACKS.
- Each PACK will therefore contain 6 individual units.

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Once you have designated your breakdown for PACKS and SINGLES, you will then need to create the details for your items.

12. Select **“Create New Pack Item”** and enter in all details needed. Then press **“Save New Pack Item”**.
13. Then, select **“Create New Single Item”** and add all pertinent details. Press **“Save New Single Item”** once finished.
14. Press **“Esc”** from the Break Pack Link Wizard, and out of the Inventory record.

Break Pack Link Wizard

Root Item

SL:	624	Cost	9.00
Vendor ID	Gator2234	Price	12.00
Description	Gatorade-Lemon Lime		
Sub Description	Lemon Lime CASE		
Unit of Measure	Each		
UPC	1223345556		

Linked Item

SL:	625	Cost	2.25
Vendor ID	*Gator2234	Price	5.75
Description	Gatorade-Lemon Lime	Qty in Case	4
Sub Description	Lemon Lime PACK	Link to Root Item	624.
Unit of Measure	Ea - Each		
UPC	1223345557		

Linked Item

SL:	626	Cost	0.38
Vendor ID	/Gator2234	Price	1.50
Description	Gatorade- Lemon Lime	Qty in Pack	6
Sub Description	Lemon Lime SINGLE	Link to Pack	625.
Unit of Measure	Ea - Each		
UPC	1223345558		

Buttons: Select Existing Single Item, Create New Single Item, Save New Single Item, Esc Exit

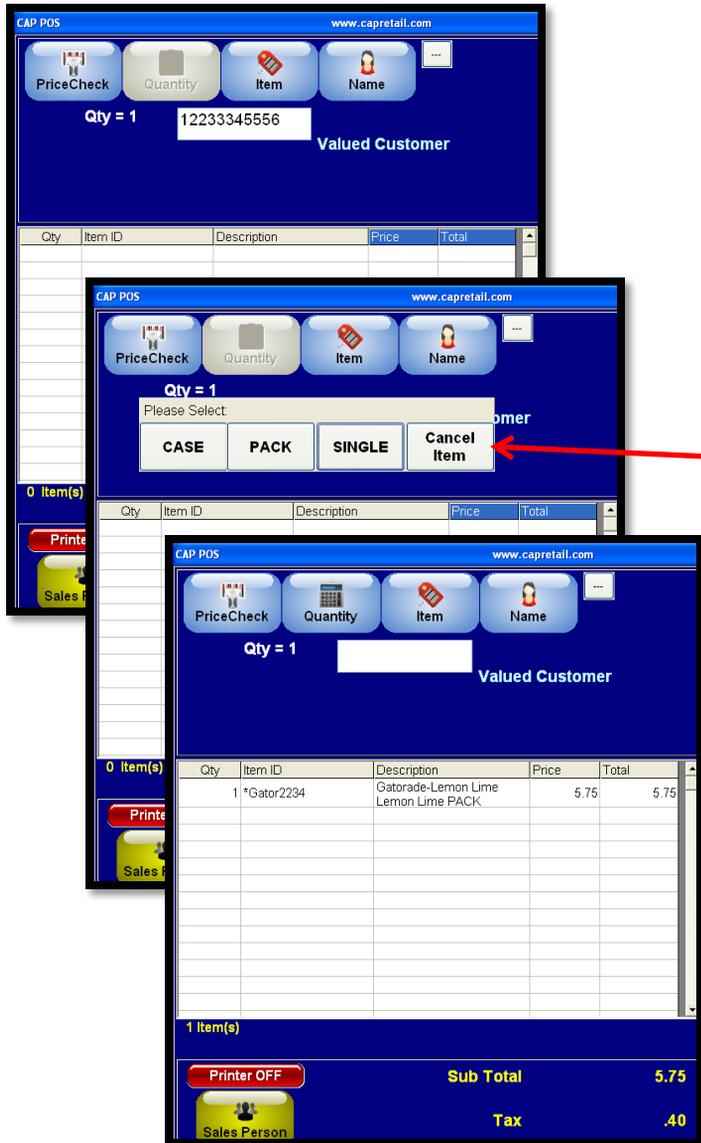
You will now see that three items have been created in your inventory database.

Please note that the Break Pack Wizard will create unique characters of **“*”** and **“/”** in front of the **“Item Id”**. This is not something that you need to do on your own, or change for any reason.

F4 Description	F5 SubDesc.	F6 S/L	F7 Item ID
Gatorade-Lemon Lime CASE	Lemon Lime CASE	624.	Gator2234
Gatorade-Lemon Lime	Lemon Lime PACK	625.	*Gator2234
Gatorade- Lemon Lime	Lemon Lime SINGLE	626.	/Gator2234

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BREAK PACK LINKS-SELLING



1. After items are established from setup, an employee can now scan items for sale, and quantities will adjust properly when sold.
2. *If the UPC is unique for each piece, such as for the CASE, the PACK and the SINGLE, then the correct item will automatically appear when scanned. If the UPC is the same for the CASE, PACK and SINGLE items, the POS will prompt the employee to select the appropriate item for sale.*
3. Once selected, the item will appear in the item grid, and the employee will then be able to add more items if needed, or tender the sale.

Key Points for Break Packs:

- Break Pack Items must always have a CASE to start.
- Enter UPC's as you have them. If there is only one UPC, the system will know to ask if the sale is for a CASE, PACK or SINGLE.
- The Break Pack wizard will setup the "Item Id" correctly for you, so that when you sell an item, all items linked to the CASE will decrement correctly. Please do not adjust these symbols.
- Enter Mins and Maxes ONLY for the CASE item, if you wish to have it appear on Understock ordering. Set the PACK and SINGLE Minimums and Maximums to "0".